



RIGHT OF WAY APPROACH PERMIT

For use with tree/vegetation removal or driveway approach/sidewalk/curb & gutter

EPW OFFICIAL USE ONLY

Permit No: _____

Approval Date: _____

Tree/Veg Removal (No Fee)

Fee Paid (\$150) Rec No: _____

SECTION I – APPLICANT/PERMITTEE INFORMATION (TO BE COMPLETED BY APPLICANT/PERMITTEE)

I certify that I am the owner (or the authorized representative of owner) of the proposed work, and request permission to complete the construction outlined below within the City of Emmett right-of-way in accordance with the General Provisions printed on Page 3. The Special Provisions and the Plans are made a part of this Permit.

COMPANY NAME

COMPANY PHONE NUMBER

PERMITTEE ADDRESS

EMAIL

CITY STATE ZIP

DATE

APPLICANT/PERMITTEE

SIGNATURE APPLICANT/PERMITTEE

SECTION II – CONTRACTOR INFORMATION (TO BE COMPLETED BY APPLICANT/PERMITTEE)

COMPLETE NAME OF COMPANY/CONTRACTOR

PERSON(S) TO CONTACT

MAILING ADDRESS

CONTRACTOR PHONE NUMBER (24 HRS)

CITY STATE ZIP

EMAIL

SECTION III – APPROACH TYPE & CHARACTERISTICS (TO BE COMPLETED BY APPLICANT/PERMITTEE)

Start Date: _____

Status:

Distance From:

Completion Date: _____

New

Centerline: _____ ft

Road Name: _____

Use of Existing

ROW Line: _____ ft

Location: _____

Upgrade of Existing

Approach Type:

- Sidewalk
- Curb/Gutter
- Driveway
- Tree/Veg Removal
- Other _____

Approach Use:

- Residential
- Commercial
- Industrial
- Other _____

Public Road

Surface Type:

- Dirt
- Gravel
- Pavement

Side of Road:

- North
- South
- East
- West

SECTION IV – DESCRIPTION OF WORK (TO BE COMPLETED BY APPLICANT/PERMITTEE)

Job Name: _____

Description of Work to be Performed:

NOTICE:

All City of Emmett Permit Applicants are required to **contact Idaho DigLine @ 811 or 208-342-1585 before any construction** (both underground and above-ground) work may begin. A copy of your jobsite Idaho DigLine Ticket will be required as part of this Permit Application. A Permit shall not be valid for excavation until or unless the notice provisions of the Idaho Damage Prevention Act have been complied with (Idaho Code Chapter 22 Section 55-2207(2)).



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Special Provisions:

SECTION V – APPLICATION ATTACHMENTS (TO BE COMPLETED BY APPLICANT/PERMITTEE)

The following must be included with this application: (Check to confirm attached)

- Drawing of All Work to Be Performed Within City of Emmett Public Rights of Way (not required for tree/veg removal)
- Drawing of Applicable Traffic Control Plans
- Permit Fee
- Certificate of Liability Insurance
Showing at least \$500,000 Personal Injury and \$1,000,000 General Aggregate. We reserve the right in more sensitive locations to request higher limits.
- Bond
In the amount of 115% of project until completion, and 10% of completed work for one (1) year after completion, executed by your insurance/bonding agent. The original shall be kept on file with the Emmett City Clerk.
- Inspection Fee
Cash in the amount of **\$500** for projects in excess of 100 lineal feet, and **\$200** for projects 100 lineal feet or less. Any excess will be refunded; any deficiency will be billed.
- Public Works License

SECTION VI – WORK AUTHORIZATION & CITY APPROVAL/CONDITIONS (TO BE COMPLETED BY CITY OF EMMETT)

Road No.: _____

Road Classification:

- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- Other _____

Subdivision No.: _____

Culvert(s) Required?

- Yes, 12" dia x 30' long Residential
- Yes, 12" dia x 40' long Commercial
- Yes, _____" dia x _____' long
_____ (use)
- No culverts required

Approach Required to be Paved?

- Yes
- No

Final Conditions:

PERMIT TO BE VOID IF THE WORK IS NOT COMPLETED BY _____.



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SUBJECT TO ALL TERMS, CONDITIONS, AND PROVISIONS SHOWN ON THIS FORM AND ATTACHMENTS, PERMISSION IS HEREBY GRANTED TO THE ABOVE-NAMED APPLICANT TO PERFORM THE WORK DESCRIBED ABOVE.

NAME OF CITY OFFICIAL

TITLE OF CITY OFFICIAL

SIGNATURE OF CITY OFFICIAL

DATE

GENERAL PROVISIONS

1. During the process of the works such as barricades, lights and other traffic control devices shall be erected and maintained as may be necessary or as may be directed for the protection of the traveling public. Said barricades, lights and other traffic control devices shall conform to the current issue of The Manual on Uniform Traffic Control Devices for Streets and Highways. Parked equipment and stored materials shall be as far from the travelway as feasible. Items left overnight within 30 ft. of travelway shall be marked and/or protected.
2. In accepting this permit, the permittee, its successors and assigns agree to hold the City of Emmett harmless from any and all liability on account of the erection, installation, construction, maintenance or operation of the facilities located under this permit. **The permittee shall indemnify and save and hold harmless the City of Emmett from or for any and all losses, claims, actions, or judgements for damages or injury to persons or property and losses and expenses caused or incurred by the permittee, its officers, employees, and agents.**
3. **Approaches shall be for the bona fide purpose of securing access and not for the purpose of parking, conducting business, or servicing vehicles on the highway right-of-way.**
4. **No revisions or additions shall be made to an approach or its appurtenances on the right-of-way without the written permission of the City of Emmett.**
5. **The permittee shall furnish all material, labor, and equipment involved in the construction of the approach and its appurtenances. This shall include furnishing drainage pipe of a size specified on the permit, curb and gutter, concrete sidewalk, etc. where required. Materials and workmanship shall be good quality and are subject to inspection by the City of Emmett.**
6. **The City of Emmett reserves the right to make, at any time, such changes, additions, repairs, and relocations to any approach or its appurtenances within the highway right-of-way as may be necessary to permit the relocation, reconstruction, widening, and maintenance of the highway and/or to provide proper protection to life and property on or adjacent to the highway.**
7. **Driveways and rural approaches shall conform to the plans made a part of this permit. Adequate drawings or sketches shall be included showing the design, construction requirements, and proposed location of the approach.**
8. Any disturbance of the traveled surface of the road and/or traffic control devices shall be restored to the satisfaction of the Public Works Director.
9. If the work done under this permit interferes in any way with the drainage of the roadway, the permittee shall wholly and at his own expense make such provision as the Public Works Director may direct to provide for said drainage.
10. On completion of said work herein contemplated all rubbish and debris shall be immediately removed and the roadway and roadside shall be left neat and presentable to the satisfaction of the Public Works Director.
11. All of the work herein contemplated shall be done to conform with current government and industry standards under the supervision and to the satisfaction of the Public Works Director and the entire expense of said supervision shall be borne by the permittee.
12. The City hereby reserves the right at any time in the future to order the change of location or the removal of any structure(s) or facility(ies) authorized by this permit. Said change or removal to be made at the sole expense of the permittee, or its successors and assigns, unless such structure(s) or facility(ies) have been located pursuant to the special provisions.
13. All such changes, reconstruction or relocation by the permittee shall be done in such a manner as will cause the least interference with any of the functions of the City of Emmett.
14. The City may revoke, amend, amplify or terminate this permit or any of the conditions herein enumerated if permittee fails to comply with any or all of its provisions, requirements or regulations as herein set forth or through willful or unreasonable neglect, fails to heed or comply with notices given, or if the utility herein granted



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is not installed or operated and maintained in conformity herewith.

15. The permittee shall remain at its sole expense the structure or subject for which the permit is granted.
16. Adequate drawings or sketches shall be included showing the existing and/or proposed location of the facility with respect to the existing and/or planned location of the road improvement, the traveled way, the rights of way lines, and where applicable, the control of access lines and approval access points.
17. If trench or pavement settlement should occur within two years from the date of installation, repairs shall be made by the permittee as directed by the Public Works Director at no cost to the City. If the permittee fails to make the necessary repairs, the City will make the repairs and bill the permittee. No new permits shall be issued to the permittee until such claim has been settled.
18. No work shall be started until an authorized representative of the Public Works Department has given notice to the permittee to proceed. The Public Works Director will determine spring start up dates. **Permittee shall contact the City of Emmett to schedule a time for road closure and opening. If the work will prevent emergency traffic from traveling through, the permittee shall notify the Gem County Sheriff's Office.**
19. Any replace of, addition to, or change in the facility granted by this permit shall require a new permit prior to initiation of such work.
20. **The permittee shall maintain, and by its acceptance of this permit specifically agrees that it will maintain throughout the term of this permit, liability insurance for any and all losses, claims, actions, or judgements for damages or injury to persons or property and losses and expenses caused by or incurred by its officers, employees, and agents. The City of Emmett shall be named insured in an amount equal to the current liability coverage for claims made under the Idaho Tort Claims Act and Idaho's Worker's Compensation Law. The limits of insurance shall not be deemed a limitation of the permittee's covenant to indemnify and save and hold harmless the City of Emmett from such losses, claims, actions, or judgements, and if the City of Emmett becomes liable for an amount in excess of the insurance limits herein provided, the permittee covenants and agrees to indemnify and save and hold harmless the City of Emmett from any and all such losses, claims, actions, or judgements, or expenses for damage or injury to persons or property.**
21. The insurance policies obtained by the permittee in compliance with this section must be approved by the City of Emmett, and such insurance policy, along with written evidence of pavements of required premiums, shall be filed and maintained with the City of Emmett Clerk during the term of this permit; or in lieu of an insurance policy, the permittee may submit and keep on file with the City of Emmett Clerk during the term of this permit a current certificate of insurance showing compliance with this section, but said certificate of insurance must disclose that the City of Emmett is a named insured, the policy period, and that the premium has been paid for the policy period.
22. An inspection of the proposed location of improvements (with appropriate premarking) shall be requested of the Public Works Director prior to the issuance of any permit.
23. All trench repair/backfill shall be in accordance with ISPWC Standards.
24. Compaction tests shall be completed in accordance with ISPWC and submitted to the City.
25. No Paving will be allowed in City Right of Way after October 15 or below the temperature as required by ISPWC. All paving will be inspected and completed in accordance with ISPWC Standards.
26. No Construction will be allowed in Public Right of Way after November 15. All completed construction will be accompanied by an approved inspector's report.
27. Contractor's hours of operation will be 7:00 a.m. to 4:00 p.m. Monday through Friday.
28. In any case of street cuts, the permittee shall be required to backfill street cut and provide at least a temporary surface repair within 48 hours of opening such cut. Upon backfilling any street cut and allowing access of such area to the public, the surface of such cut shall be kept in a maintained condition by the permittee until permanently restored.
29. If driveway approach culverts are required, the Public Works Department shall approve the culvert size, which in any event shall not be less than 12 inches in diameter.
30. Reasonable notification to the public and the Fire Department – Quick Response of City service disruption (water, sewer, and traffic) is contractor's responsibility.



EMMETT PUBLIC WORKS DEPARTMENT
601 East 3rd Street - Emmett, Idaho 83617

**City of Emmett Policy for
Locating Water, Sewer and Fiber in Right of Way**

Requests to locate water, sewer or fiber conduit are as follows:

- 1) City water mainlines and service lines from the main line to the water meter **will be** located and marked in **BLUE** as required by DIGLINE.
 - a) Service line from the water meter to the home or business is the responsibility of the property owner to locate.
- 2) City sewer main lines **will be** located and marked in **GREEN** as required by DIGLINE.
 - a) Private sewer service lines from the residence or business to the city sewer main line is the responsibility of the property owner to locate in the right of way and on private property.
 - b) All work connecting a private sewer line to the city sewer main line is required to be performed by a State of Idaho Licensed Plumber.
- 3) City Fiber Conduit **will be** located by Emmett IT Department and marked in **ORANGE** as required by DIGLINE

Any damage caused to public or private utilities will be the responsibility of the permit holder to repair.